

**POVEREST PRIMARY SCHOOL  
GOVERNING BOARD  
MINUTES OF MEETING  
TUESDAY 3<sup>rd</sup> DECEMBER 2019 AT 7PM**

**PRESENT:**

Mrs P Baines  
Mr Baughan  
Mrs C Dale  
Mr K Graham (from item 12)  
Mr S Haylen  
Mr G Martin  
Mr S Murphy (Chair)  
Mrs J Nemeth  
Mrs S Tysall  
Mrs S Weeks (Head Teacher)

**IN ATTENDANCE:**

Miss K Lewis                      Clerk  
Mrs G Mills                        Assistant Head Teacher/SENCo

Item	Agenda Item	Action
1.	<b>WELCOME AND APOLOGIES FOR ABSENCE</b> Apologies were received and accepted from Mr M Parker and Mrs A Willis.  Mr K Graham has given notice that he would be late.  The meeting was quorate.	
2.	<b>DECLARATION OF PECUNIARY INTEREST/NON-PECUNIARY INTEREST</b> There were no declarations of interest in any agenda items.	
3.	<b>BOARD MEMBERSHIP</b> The membership, committee membership and areas of responsibility were noted.	
4.	<b>MINUTES OF THE GB MEETING ON 19<sup>th</sup> SEPTEMBER 2019, ACTIONS AND MATTERS ARISING</b> 4.1 <u>Minutes</u> The minutes were approved and signed by the Chair.  4.2 <u>Actions and Matters Arising</u> a. <u>Raising the profile of governors</u> Following the publication of a general article on governors in the school's newsletter, it had been agreed that governors would take turns to provide a short piece about themselves for future editions. TB agreed to be the first.  b. <u>Library bus</u> Governors asked whether the issue with the local resident regarding the being able to see the best from their premises had been resolved. SW confirmed that although planning permission had been granted to park the bus in that location, the school was in communication with the resident about their issues.  All other items had been completed or were covered on the agenda.	TB
5.	<b>CHAIR'S ACTION</b> No emergency action had been taken by the Chair.	

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6.	<p><b>School improvement</b></p> <p><b>6.1 School Improvement Plan (SIP) and self-evaluation</b></p> <p><b>6.1.1 SIP 2019-20</b></p> <p>SW took governors through the SIP. The focus areas were:</p> <ul style="list-style-type: none"> <li>• Teaching in Key Stage 1 to ensure standards continue to rise to meet national expectations.</li> <li>• To complete the first year of the Arts Mark</li> <li>• To use Cloud based learning throughout the school</li> <li>• Introduce a new Curriculum increasing cross-curricular links with foundation subjects</li> <li>• Focus on stretch and challenge for pupils with writing so that there were at least 15% achieving greater depth in each year group</li> </ul> <p>KS1 was discussed. <b>Governors asked about baseline assessments on entry to the school in order to track progress.</b> SW said that the school used the British Picture Vocabulary Scale which provided an assessment for language. It was reported that Emma Wilson, deputy headteacher, led on early years and was a lead moderator for the LA.</p> <p>The school had been accepted for the Arts Mark and SW reported on progress. The Trust schools were using an inset day after the Christmas holidays to look at art and drama.</p> <p>SW reported that introduction of the new curriculum was progressing well; the focus was not just on the topics but on building skills and knowledge.</p> <p>With regard to the focus stretch and challenge for writing, each teacher had been set a 15% target for children to achieve greater depth and formed part of their performance management. There was a specialist writing teacher and support was being provided for teachers. The link to performance management also included Professional Teaching Partners (PTPs).</p> <p>The school was making good progress with Cloud based learning.</p> <p><b>Governors asked about the implementation of restorative justice.</b> SW said that the system was now embedded in the school. All staff, including midday supervisors had received training. It had contributed to an improvement in behaviour. <b>It was asked if the system had reduced playtime incidents.</b> SW said that the school did not have many incidents and those that it did have were mainly linked to particular children.</p> <p>As a result of the SEN audit last year other schools were visiting to look at Poverest practice. SW reported that there had been some challenging times in the provision classes this term involving particular children. <b>Governors asked how this was being managed.</b> SW said that the school had been in touch with the LA and additional funding had been received. Behaviour support had also been provided. One of the children involved was now making good progress.</p> <p><b>6.1.2 Approve SIP</b> The SIP was approved.</p> <p><b>6.1.3 Review self-evaluation form</b> The document had been circulated and was noted.</p> <p><b>6.2 Strategy</b> The note from the strategy session held on Governors' Day had been</p>	

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	<p>circulated together with details of NGA online training on this subject. SW would arrange a date for a facilitated session on the next Governors' Day in March. It was agreed that it would be useful to undertake the online training beforehand.</p> <p><b>6.3 Timetable for Governors' Days</b> SW proposed an alternative timetable for governors' days based on that used by another school in the Trust, which combined committee meetings, learning walks and the FGB. This was discussed. It was agreed that a sample timetable would be circulated to governors for their views. It was agreed that the Standards Committee would run as scheduled on 20<sup>th</sup> January to review the autumn term data.</p>	<p><b>SW Governors</b></p> <p><b>Clerk</b></p>
<b>7.</b>	<p><b>AFACT UPDATE</b> SW reported that the head teacher group continued to meet with the LA to discuss responsibilities. As maintained schools, the LA was arranging for a school improvement person to visit and Poverest's visit was taking place on 10<sup>th</sup> February. SM would be joining SW for this.</p> <p>HTs continued with their peer-to-peer visits to each school.</p> <p>As previously reported, the focus for the joint inset day on 6<sup>th</sup> January was on art and drama. Governors were welcome to attend.</p> <p>The next Trust Board meeting would take place on 9th December. As it was unlikely that SM would be able to attend, MP would be invited to the meeting.</p>	<p><b>Clerk, SW</b></p>
<b>8.</b>	<p><b>HEAD TEACHER'S REPORT</b> The report had been circulated.</p> <p><b><i>It was asked what plans were in place to address lower levels of progress compared to national in Year 1.</i></b> SW explained that carousel teaching was place; phonics had been streamlined and the specialist teacher who had made a difference to children's results last year was being used again. PTPs were being used for interventions.</p> <p><b><i>It was asked what was being done to address low pupil premium attendance.</i></b> SW explained that this included provision children. Reasons were partly due to taking holiday and medical conditions. The Education Welfare Officer had visited to undertake a review. The school encouraged participation in early-morning clubs to improve attendance and these were heavily subsidised. If families had not left a message about the reason for a child's absence the Head of Pastoral Care would phone or visit the family.</p> <p><b><i>Governors asked about Nessy training.</i></b> It was explained that this was dyslexia training. <b><i>Governors asked about the number of children with dyslexia at the school.</i></b> G Mills said that only one child had had a formal diagnosis; however, there were 50 children following a specific dyslexia programme and through this the school could flag the need for a formal diagnosis.</p> <p>The rest of the report was noted.</p>	
<b>9.</b>	<p><b>REPORTS FROM COMMITTEES</b> <b>9.1 Safety, Behaviour and Community 3<sup>rd</sup> October 2019</b> The minutes had been circulated and were noted. ST reported that she had come into schools to undertake a safeguarding audit and review the SCR. She was very impressed with the results of the audit; there were no problems identified.</p>	

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	<p>The Terms of Reference for the Committee had been circulated and were approved unchanged.</p> <p><b>9.2 Achievement and Standards 16<sup>th</sup> of October 2019</b> The minutes had been circulated and were noted.</p> <p>The Terms of Reference for the Committee had been circulated and were approved unchanged.</p> <p><b>9.3 Pay Committee 12<sup>th</sup> November 2019</b> GM reported that the Committee had approved the Head Teacher's Performance Management Committee's recommendations and had reviewed and agreed pay recommendation put forward by SW. The FGB supported the Committee's decisions.</p> <p>SW had provided a new template for performance management reports for next year for the Committee's comments.</p> <p>The amended Terms of Reference for the Committee had been circulated and were approved.</p> <p><b>9.4 Resources committee 21<sup>st</sup> November 2019</b> The minutes had been circulated and were noted. GM highlighted the discussion on the financial position which was currently positive; however, the situation in future years was less certain. <b>SW was asked if there was a plan in place to address a reduction funding.</b> She confirmed that the school had started to make arrangements for this and was looking at how additional funds could be raised.</p> <p>The Terms of Reference for the Committee had been circulated and were approved unchanged.</p>	<p><b>Pay Committee</b></p>
<p><b>10.</b></p>	<p><b>LINK GOVERNOR REPORTS/ GOVERNOR VISITS /GOVERNORS' DAY</b></p> <p><b>10.1 Link Governor/Gov visits</b> <i>Safeguarding</i> – as previously reported ST had made a safeguarding visit.</p> <p><i>Health and Safety</i> - JN had coming to school to work with Caroline White. They had worked through a list of questions on health and safety matters. JN was attending the fire evacuation practice.</p> <p><i>EYFS</i> – ST had visited.</p> <p>TB was arranging a visit on equality and SMSC.</p> <p>MP had provided a report. He continued with his fortnightly visits which he found very valuable. He highlighted the successful visits of the local MP on 7<sup>th</sup> October and Bromley CEO on 10<sup>th</sup> October, and that they had left with a clear understanding regarding both school success and additional needs. He had also referred to the very successful recent Open Morning on 21<sup>st</sup> November.</p> <p>SW confirmed that the overhanging trees raised by MP had now been dealt with.</p> <p><b>10.2 Governors' Day 16<sup>th</sup> October 2019</b> A report on governors' visits to classes had been circulated.</p>	<p><b>TB</b></p>

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11.	<p><b>POLICIES</b></p> <p>11.1 <u>Admissions</u> SW reported that the change to the admissions criteria to give priority to the children of teachers was progressing as agreed with the LA.</p> <p>11.2 <u>Pay Policy</u> The Policy had been reviewed by the Pay Committee and agreed subject to changes to layout and minor amendments. The policy was <b>ratified</b> by the Board.</p> <p>It was reported that the content of the policy would be reviewed in detail in time for FGB approval in July. JN volunteered to undertake the review in the summer term.</p>	Clerk, JN
12.	<p><b>GOVERNOR TRAINING</b></p> <p>The Octavo training brochure had been circulated and governors were encouraged to book at least one training session during the spring and summer terms.</p>	All governors
13.	<p><b>AOB, CONFIDENTIAL ITEMS, DATE OF NEXT MEETING</b></p> <p>13.1 <u>Confidential items</u> There were no items</p> <p>13.2 <u>Any other business</u></p> <p>13.2.1 <u>Asset register</u> The Resources Committee had been asked to approve the disposal of certain assets. This had been approved but questions had been raised about how the items had been disposed of. SW confirmed that these was being reviewed.</p> <p>13.2.2 <u>GDPR/data protection</u> The report by the data protection officer has been discussed at the Resources Committee. The schools DPO was an LA appointment and SW had been in touch with him about this and to also arrange training.</p> <p>It had been agreed at the Resources Committee that GM and KG would arrange a meeting to discuss data protection at the school.</p> <p>13.2.3 <u>Date of next meetings</u> FGB/Governors day 26<sup>th</sup> March 2020 – details to be confirmed.</p> <p>Standards committee – 20<sup>th</sup> January 2020 at 6:30 PM</p>	<p>SW</p> <p>KG, GM</p>

The meeting closed at 8.25pm

Signed: ..... Date: .....